



-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a ESG Program Coordinator.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Lori Dimick at ldimick@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 596196 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and will require some travel.

Please see next page for job description.



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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Sue Ellspermann





Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

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| Title | Emergency Solutions Grant Program Coordinator | Exempt |
| Reports to | Director of Community Services | Date last revised: 4/24/15 |
| Supervises | N/A | |
| Summary | The Emergency Solutions Grant (ESG) Program Coordinator contributes to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals by providing assistance to emergency shelters and helping to end homelessness. The ESG Program Coordinator will assist sub-recipients in utilizing their grant to help prevent homelessness, temporarily house persons who are homeless and provide essential services while being temporarily housed. The ESG Program Coordinator will provide technical assistance, education, training to the sub recipients to help move persons to permanent housing. | |
| Evaluation of performance | Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities. | |



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| Key outcomes expected | <p>Complete risk assessments and monitor 25% of the ESG sub-recipients annually.</p> <p>Provide technical assistance to sub-recipients on a regular basis regarding eligible activities, and regulations associated with the ESG Grant.</p> <p>Provide subject focused trainings on a regular basis and overall annual training to ESG sub recipients.</p> <p>Draft 3 competitive RFP applications for applicants for shelters, rapid rehousing/homeless prevention and street outreach. Generate legal agreements with each sub-recipient and upload into DMS (IHCDA internal software). Provide RFP training to potential applicants.</p> <p>Update all forms and manuals as needed on a regular basis – at minimum an annual basis.</p> <p>Input budget and other needed items into the HUD software IDIS and other federal software.</p> <p>Track how subrecipients are spending their funding and verifying that ESG is spent within the time period HUD requires. Person would be required to pull reports from IDIS, and DMS as needed to verify funds are being spent accordingly. Follow up with sub-recipients where claims are slow or may be in danger of not spending all of the funds within agreement time period.</p> <p>Collect data and performance standards of each sub-recipient as required by HUD for the annual report (CAPER)</p> <p>Complete the HUD CAPER Report annually. Complete the narratives and data necessary for the State of Indiana Consolidated State Plan annually.</p> <p>Approve and complete budget modifications in IDIS and upload information into DMS. Provide updated letters and agreements as needed.</p> <p>Assist in the annual Point In Time (PIT) count – provide the training, coordinating the PIT Coordinators, and training volunteers. Assist with the paper survey format.</p> <p>Maintain appropriate files and documentation as necessary or required.</p> <p>Attend regular education opportunities from HUD or other entities regarding the ESG program or other programs associated with IHCDA strategic goal of ending homelessness. Gain an understanding of the agency’s strategic priorities and HUD’s priorities to help move ESG Sub recipients to the final outcome of increasing income, increasing employment income and moving to permanent housing.</p> <p>Provide assistance to employees, partners, state agencies, and departments in a friendly and efficient manner.</p> <p>Maintain and protect confidential information. Maintain a professional appearance and demeanor. Maintain a professional relationship with all employees by ensuring a sense of mutual trust, concern, respect, and teamwork.</p> <p>Comply with all policies of IHCDA and complete other duties as assigned.</p> <p>Contribute to a continuous improvement environment.</p> |
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| Critical skills, knowledge and behaviors | <p>Must have skills necessary to perform data analysis with regard to ESG data collected from sub recipients and HMIS data analysis.</p> <p>Be able to juggle multiple requests and meet multiple deadlines. Able to prioritize, organize tasks and time, and follow up. Performs responsibilities efficiently and timely.</p> <p>Proficient in current data analysis tools and computer systems technology. Systems that need to be learned will be HUD software such as IDIS System, and other systems such as FFATA and IHCDAs DMS system.</p> <p>Require highly detail orientation and accuracy. Need a person who takes initiative and will take a leadership role of the program.</p> <p>Strong presentation skills and the ability to facilitate group presentations. Perform Webinars and PowerPoints on a regular basis for training, education and technical assistance.</p> <p>Proven verbal and written communication skills are essential. Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates customer service orientation.</p> <p>Be able to work well in a team environment and as part of a team.</p> <p>Be proficient in basic computer skills, i.e. Microsoft Word, Excel, Power point, Webinars and Internet usage (e-mail). Ability to learn new software programs easily.</p> |
| Education, experience, degrees, licenses | <p>Bachelors Degree in relevant field required (preferred but not limited to social work, psychology, housing, community development).</p> <p>Preference for persons with 2 plus years of experience who has worked with the homeless population and/or someone who has had federal grant experience.</p> <p>Expected to maintain an office at IHCDAs headquarters in Indianapolis</p> |
| Work environment and physical demands | <p>Work is performed in an office environment. Travel in the State of Indiana – about 25% of time. Some out of state travel at times for conferences or trainings.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Work requires spending long periods in front of a computer.</p> |